

***OCCUPATIONAL OUTLOOK  
&  
TRAINING DIRECTORY***

***BUTTE COUNTY  
1997***

***A PRODUCT OF***

The California Cooperative Occupational Information System

***SPONSORED BY***

Butte County Community Employment Center  
State of California Employment Development Department  
California Occupational Information Coordinating Committee

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## ***BUTTE COUNTY COMMUNITY EMPLOYMENT CENTER LOCATIONS***

Paradise CEC  
805 Cedar Street  
Paradise, CA. 95969  
(530) 872-6350  
Fax: (530) 872-9236

Providing services of the Private Industry Council, Employment Development Department, Paradise Adult School, and Regional Occupation Program.

Chico CEC  
109 Parmac Road  
Chico, CA. 95926  
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Fax: (530) 895-4010

Providing services of the Private Industry Council, Employment Development Department, CalWORKS, Regional Occupation Program, Butte County Department of Social Services, Butte Community College, Valley Oaks Children's Services, and Green Thumb.

Oroville CEC  
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Oroville, CA 95966  
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Providing services of the Private Industry Council, Employment Development Department, CalWORKS, Valley Oaks Children's Services, and General Assistance Programs.



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## AREA PROFILE

Butte County is situated on the east side of Northern California's Sacramento Valley. The surrounding counties include Plumas on the northeast, Yuba on the southeast, Sutter and Colusa on the southwest, Glenn on the west, and Tehama on the northwest. The county covers 1,675 square miles.

Rising from the Sacramento River, its western boundary, to the Sierra Nevada mountains, its eastern perimeter, Butte County elevation spans from 60 to over 7,000 feet above sea level and has a considerable variation in climate. Summers at the lower elevations are dry and warm, with temperatures at times topping 100 degrees. The valley winters are mild, with occasional frosts. At the higher elevations, on the other hand, temperatures are generally cooler throughout the year, and winter brings regular snowfall.

The portion of the county lying in the Sacramento Valley has ideal conditions for agriculture. More than 40% of the land area in Butte County is utilized for farming. Grains, fruits, and nuts are the most important crops. Rice and almonds each account for more than 25 % of the dollar value of the county's agricultural production. Walnuts, prunes, kiwifruit, peaches, and olives account for significant commodity revenue as well.

Major transportation routes in the county include State Highways 99 and 70. Two railroad lines pass through the county.

The five incorporated cities in Butte County are Paradise, Chico, Oroville, Gridley, and Biggs. Chico is the county's largest city and is an urban center for the surrounding agricultural area. California State University at Chico, with an enrollment of about 14,000 students, is located here. Bidwell Park in Chico is the third-largest city park in the world. From the university campus, the park extends 12 miles along both sides of Big Chico Creek.

The city of Paradise was incorporated during 1979 and is the second largest city in Butte County. Located 16 miles northeast of Chico, Paradise is mainly a residential community.

Oroville, the county seat and third largest city, is located near the site of the Oroville Dam, the world's largest earth-filled dam. The major industries of the Oroville area are agriculture, food processing, and the services associated with the surrounding recreational area. Located near Oroville are the farming and food processing communities of Biggs, Palermo, Richvale, and Gridley.

As of January 1, 1997, it is estimated that Butte County's population is 199,100, an increase of 1.4% over the previous year. This is slightly higher than California's population growth rate of 1.2% in 1996.



## **WHO ARE WE?**

The Butte County Community Employment Centers are a cooperative partnership between the Butte County Private Industry Council (PIC), State of California Employment Development Department, Butte County Department of Social Services, and various other agencies.

## **MISSION STATEMENT**

The mission of the Community Employment Centers (CEC) is to provide a “One-Stop” linkage between the labor pool and the job pool. It is a coordinated workforce investment system that stresses life-long learning for all workers. The CEC services are customer based and provide people with information leading to informed job and career choices. Customers are able to access a wide array of job preparation services. These services range from immediate job referral to occupation and education skills enhancement.

A further mission of the CEC is to be a central clearinghouse for businesses to fill their employment needs either through finding and referring skilled workers or by assisting in the training of future employees.

## **INTRODUCTION**

The labor market information presented in this report was collected through a cooperative partnership between the Butte County Community Employment Center and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was initiated in 1986. This is the second year that Butte County has participated.

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Butte County. You will find summaries of 22 occupations surveyed during the spring, summer, and fall of 1997. Additional occupations will be selected for study in successive years.

## ***WHAT IS THE CCOIS?***

### ***Overview:***

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system is comprised of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that directs the activities of the CCOIS to collect information on employment demand. The Training component was originally developed through the leadership of the California Occupational Information Coordinating Committee (COICC) and its Technical Work Group.

The 1997 Butte County Occupational Outlook Report is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title “Occupational Outlook” and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

## ***WHY IS THIS RESEARCH CONDUCTED?***

The information in this report may be used by a variety of organizations and individuals for various purposes. Possible uses include the following:

### ***Career Decisions***

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

### ***Program Planning***

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs, or to plan new programs.

### ***Curriculum design***

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

### ***Economic Development***

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages useful in determining the potential for business growth and development in the local labor market area.

### ***Program Marketing***

Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

### ***Human Resource Development***

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment and assess the availability of qualified workers for business relocation or expansion purposes.

## METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. In early January of 1997 a community meeting was held with representatives present from city, county, and state government, community based organizations, educational facilities, and local businesses. Attendees were asked to identify which occupations they would like surveyed. The preliminary list of occupations was reviewed and discussed, eventually narrowing to 22 with advice from LMID.
- **Questionnaire development:** Specific information needs for each occupation are determined, and questionnaires are developed by LMID to respond to local information needs.
- **Sample selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer survey:** Confidential employer surveys are conducted by telephone, fax, or mail. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.
- **Data entry and tabulation:** Completed surveys are reviewed and the responses entered in a CCOIS database which generates basic data tabulations.
- **Written analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 22 occupations surveyed.
- **Report distribution:** The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices and the library systems throughout Butte County.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

## DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 1997 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

- **Title and Definition of Occupation:** Each occupation has a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles.
- **Education/Training and Experience:** Survey responses to questions about education/training and experience needed to obtain employment are summarized here. Employers are asked how much education and training were completed by individuals hired into the occupation over the past year. In addition, employers are asked if they require related work experience and what type of experience is required. The terms used in this section and throughout the report to describe results for occupations studied in 1997 are:

**Almost all:** 80% up to but not including 100%

**Most:** 60% up to but not including 80%

**Many:** 40% up to but not including 60%

**Some:** 20% up to but not including 40%

**Few:** less than 20% of the survey responses

- **Hours and Wages:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons that have had at least three years of experience in the occupation with that employer.
- **Fringe Benefits:** The types of fringe benefits employers offer are presented. Of employers offering benefits, the percentage of those which offer each type of benefit to full-time workers is shown. Benefits may be offered but not necessarily paid by the employer.
- **Where the Jobs are:** This section identifies the major sources of employment for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are developed from LMID generated industry staffing patterns.
- **Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being

surveyed. Additional employer-specified skills are also listed when provided.

- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

The following terms are used to describe the difficulty in finding applicants:

**Great difficulty:** Employer demand is considerably greater than supply of qualified applicants. Applicants may find *little competition* for job openings.

**Some difficulty:** Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings *somewhat competitive*.

**Little difficulty:** Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Applicants may find opportunities for job openings *competitive*.

**No difficulty:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Applicants may find opportunities for job openings *very competitive*.

- **Occupational Characteristics:** This section presents information on advancement opportunities, nontraditional occupations, turnover, and unionization. The career ladders section reports the previous occupations from which people were promoted into the profiled occupation and those occupations which serve as promotional opportunities.

**Related DOT Code:** The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.

**Nontraditional occupations** are those in which the Department of Labor classifies as fewer than 25% of the workers are female.

**Turnover** is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the total reported number of persons in that occupation.

Following are turnover terms describing the percent of new employees hired in the occupation to fill vacancies resulting from people in permanent positions receiving a promotion or leaving the firm.

**Very low:** Less than 6%

**Moderately low:** Between 6% and 10%

**Moderate:** Between 11% and 20%

**Moderately high:** Between 21% and 30%

**High:** Over 30%.

**Unionization** refers to the employers surveyed who report employees in the occupation belonging to a union. When unionization is present in a given occupation, this report will indicate so by breaking up the median wage into non-union and union components. When unionization of those surveyed exceeds 20% in any given occupation (i.e. whether it be 20% of employers surveyed reporting they are unionized or 20% of employees belonging to a union), the wage range will also be divided into non-union and union components. Unionization can be considered negligible when it represents less than 20% of the total workers in a particular occupation.

- **Occupational Size & Growth Projections:** This section presents the seven year growth and job openings projections (1993-2000) provided through the OES projection system. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the county. Terms used to describe size of employment are:

**Small:** less than 92 employees (less than .15% of 1993 employment).

**Medium:** 92 - 183 employees (.15% to .29% of 1993 employment).

**Large:** 184 - 399 employees (.30% to .64% of 1993 employment).

**Very Large:** at least 400 employees (more than .64% of 1993 employment).

**Growth Trends:** This is an overview of projected new job growth rates in relation to the overall average new job growth rate (15.6% between 1993 - 2000) for the county. The following terms are applied to the occupational growth trends for Butte County.

**Much faster than average:** 23.4% or more.

**Faster than average:** 17.16% to 23.39%

**Average:** 14.04% to 17.15%

**Slower than average:** 13.88% or less.

***OCCUPATIONAL  
SUMMARIES***



## BARTENDERS

OES 650050

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Most new hires have been engaged in college course work without having earned a degree. No employer surveyed reports requiring bartender training prior to employment. Many indicate a preference for training employees in other positions to become bartenders.

**Experience:** Most businesses report that they sometimes or usually require work-related experience. Those seeking experienced employees tend to hire applicants with 8 - 12 months of previous bartending experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	40%
Dental Insurance:	20%
Vision Insurance:	20%
Life Insurance:	20%
Paid Vacation:	80%
Paid Sick Leave:	20%
Retirement Plan:	20%

\*Percentage is based on 5 employers responding to this particular question.

### HOURS AND WAGES

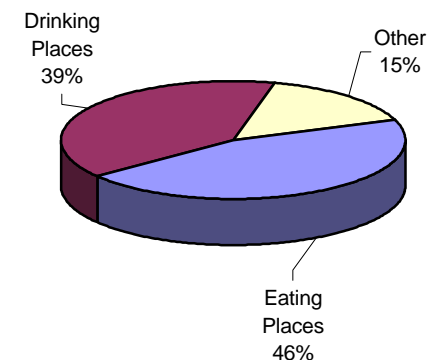
**Hours:** Almost all bartenders work part-time averaging 19 hours per week.

<b><u>*Wages:</u></b>	<b><u>Range</u></b>	<b><u>Median</u></b>	<b><u>Median Hourly Tips</u></b>
New Hires, No Experience:	\$5.00 - \$7.50	\$5.00	\$3.08
New Hires, With Experience:	\$5.00 - \$7.50	\$5.00	\$5.71
After Three Years With Firm:	\$5.00 - \$9.00	\$5.50	\$7.86

Almost all employers surveyed report that bartenders earn tips in addition to wages.

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to communicate in a friendly & energetic way with customers  
Ability to follow purchasing procedures  
Cash handling skills  
Understanding of inventory techniques  
Ability to operate a cash register  
Knowledge of drink recipes  
Ability to tolerate cigarette smoke  
Good memory skills  
Ability to stand continuously for 2 or more hours  
Ability to lift at least 50 pounds repeatedly  
Willingness to work with close supervision  
Ability to work independently  
Ability to work under pressure  
Ability to deal with difficult individuals  
Oral communication skills

## OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 312.474-010

Career Ladders: May be promoted to bar manager; supervisor & management positions within company

Nontraditional Occupation: No. Employers responding report that 35% of workers are female.

Turnover: High. The rate is 35.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

## SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, current employee referrals, newspaper ads, and hire unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Bartenders**  
Experienced applicants: Somewhat Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 217 -- Large

<b>Growth Projections:</b>	New jobs through 2000:	16
	<u>Separations to 2000:</u>	54
	Total Openings:	70

Growth Trends: The new job growth rate for Bartenders is 7.4%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

Employer Responses: 15 employers, representing 84 employees in this occupation, supplied data used in developing this occupational profile.

## CAD TECHNICIANS

NON-OES 003362999

CAD Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Most recent hires possess an associate's degree. Some have been engaged in college course work without having earned a degree. Many employers report they require training or certification prior to employment. These employers indicate a preference for candidates with 6 - 24 months of either CAD training, technical trade school, engineering certification or training, surveying certification, Autocad classes, or architectural training.

**Experience:** Most employers report that they always require work-related experience. Almost all report they will sometimes accept training in lieu of experience. They tend to hire applicants with 12 - 36 months experience as CAD drafters, survey techs, architectural drafters, & engineering designers.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	41%
Vision Insurance:	18%
Life Insurance:	59%
Paid Vacation:	100%
Paid Sick Leave:	65%
Retirement Plan:	59%

\*Percentage is based on 17 employers responding to this particular question.

### HOURS AND WAGES

**Hours:** Almost all CAD technicians work full-time for an average of 40 hours per week. Some work seasonally, averaging 32 hours weekly. Few work part-time, at an average of 18 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$17.89	\$8.00	\$17.89
New Hires, With Experience:	\$7.00 - \$22.50	\$10.75	\$22.50
After Three Years With Firm:	\$9.00 - \$27.89	\$15.00	\$27.89

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE

Engineering Services  
Architectural Services  
Surveying Services  
Public Utilities  
Government  
College University  
Other

Note: Industrial percentage data is unavailable for non-OES occupations.

## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to read and understand engineering drawings  
Ability to visualize three dimensional objects from two dimensional drawings  
Ability to calculate figures to convert design dimensions  
Ability to organize data  
Knowledge of integrated circuit design  
Knowledge of various CAD applications  
Possession of drafting and mechanical drawing skills  
Ability to concentrate for long periods of time  
Ability to solve problems and make decisions  
Ability to read blueprints  
Knowledge of geometric & trigonometric dimensions  
Ability to work independently  
Ability to follow directions closely  
Most employers expect workers to be familiar with AutoCAD software, and to keep abreast of upgrades

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Drafter, Engineering Technician, Draftsman, Architectural Associate, CAD/Design Engineer

**Related DOT Code:** 003.362-010, 005.281-010, 001.261-010

**Career Ladders:** CAD technicians may be promoted to lead drafter, project coordinator, design engineer.

**Nontraditional Occupation:** Yes. Employers responding report that 14% of workers are female.

**Turnover:** Moderate. The rate is 12.3% for employees in this occupation over the past 12 months.

**Unionization:** Yes. Few employers surveyed report they are unionized. Of those surveyed, some employees belong to a union.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Exeriented Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **CAD Technicians**  
Experienced applicants: Somewhat Competitive  
Inexperienced applicants: Somewhat Competitive

## OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS UNAVAILABLE

### 1997 Employment Trends of Surveyed Employers:

New Permanent Positions Resulting From Growth:	5
Positions Filled Through Promotion:	3
Positions Filled Due to Separation:	5
Temporary Positions:	1
Total Employees Hired in This Occupation:	14

Most employers responding project their firm's employment in this occupation to remain stable over the next three years.  
Some employers expect new growth.

**Employer Responses:** 17 employers, representing 65 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

## CHILD CARE WORKERS

OES 680380

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Almost all new hires have been engaged in college course work without having earned a degree. Few have earned an associate's or bachelor's degree. Some employers indicate that they require 12 units of Early Childhood Education/Child Development prior to employment.

**Experience:** Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months of experience working with children in some capacity, such as preschool teacher or teacher aide, babysitting, or other previous childcare experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<b><u>Full-Time</u></b>
Medical Insurance:	69%
Dental Insurance:	62%
Vision Insurance:	31%
Life Insurance:	54%
Paid Vacation:	62%
Paid Sick Leave:	69%
Retirement Plan:	38%

\*Percentage is based on 13 employers responding to this particular question.

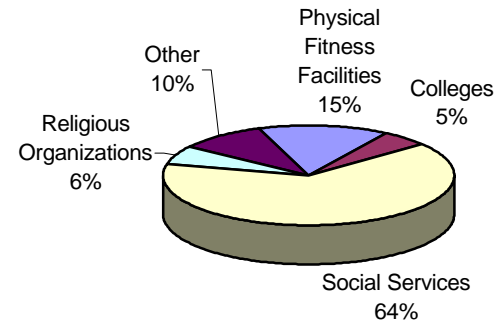
### HOURS AND WAGES

**Hours:** Many Child Care Workers work part-time, averaging 22 hours per week. Some work full-time at an average of 42 hours weekly.

<b><u>*Wages:</u></b>	<b><u>Range</u></b>	<b><u>Non-Union Median</u></b>	<b><u>Union Median</u></b>
New Hires, No Experience:	\$5.00 - \$8.70	\$5.50	\$8.16
New Hires, With Experience:	\$5.00 - \$8.70	\$6.00	\$8.16
After Three Years With Firm:	\$5.75 - \$10.36	\$7.08	\$9.66

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Knowledge of early childhood development/education  
Oral reading skills  
Musical skills  
Ability to administer emergency first aid  
Ability to write effectively  
Ability to stand continuously for 2 or more hours  
Ability to lift at least 40 lbs. repeatedly  
Understanding of a variety of cultures  
Ability to handle crisis situations  
Possession of a police record  
Willingness to work with close supervision  
Ability to work independently  
Ability to work under pressure  
Ability to exercise patience  
Oral communication skills

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Daycare Worker, Direct Care Worker, Recreation Leader, Teacher, Teacher Aide, Facility Manager

**Related DOT Code:** 359.677-018

**Career Ladders:** May be promoted to program coordinator, preschool teacher, or various supervisory positions

**Nontraditional Occupation:** No. Employers responding report that 70% of workers are female.

**Turnover:** High. The rate is 43.6% for employees in this occupation over the past 12 months.

**Unionization:** Yes.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Exerieneced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Child Care Workers**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 103 -- Medium

<b>Growth Projections:</b>	New jobs through 2000:	28
	<u>Separations to 2000:</u>	5
	Total Openings:	33

**Growth Trends:** The new job growth rate for Child Care Workers is 27.2%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

**Employer Responses:** 16 employers, representing 289 employees in this occupation, supplied data used in developing this occupational profile.

## CORRECTION OFFICERS AND JAILERS

OES 630170

Correction Officers and Jailers guard inmates in penal or rehabilitation institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Butte County reports that potential candidates for hire must possess a high school diploma or equivalent. The county requires new hires to successfully complete during the probation period a jail operations course certified by the California State Board of Corrections. First Aid and CPR courses are also required training for this occupation. A medical examination is required to assess a candidate's ability to meet the physical demands of the job.

**Experience:** The county reports that prior work-related experience is not a requirement for this occupation. Proper training will substitute for experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<b><u>Full-Time</u></b>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

\*Percentage is based on 1 employer responding to this particular question.

### HOURS AND WAGES

**Hours:** Butte County reports that all employees work full-time averaging 40 hours per week.

**\*Wages:**

New Hires, No Experience: \$11.24

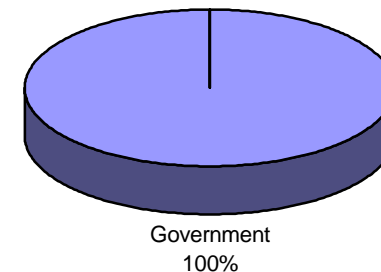
New Hires, With Experience: \$12.08

After Three Years With Firm: \$13.67

Note: "Range" and "Median" wages are not separated since sample consists of one employer.

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to observe, remember, and record events accurately  
Ability to learn, interpret, and enforce jail rules, regulations, and other policies with firmness, tact, and impartiality  
Effectively control, direct, and instruct inmates, individually and in groups  
Ability to make quick, effective, and reasonable decisions in emergencies  
Able to take appropriate action, including the physical restraint of violent inmates  
Promote acceptable attitude and behavior of inmates while in confinement  
Meet and maintain standards of physical endurance and agility  
Proper use and care of firearms and other law enforcement equipment  
Able to learn and properly use standard broadcasting procedures of a police radio system  
Ability to speak, read, and write English  
Prepare and present clear and comprehensive written and oral reports  
Understand and carry out oral and written directions

## OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 372.667-018

Career Ladders: No career promotion for this occupation

Nontraditional Occupation: Yes. Employers responding report that 24% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employers in this occupation over the past 12 months.

Unionization: Yes. The county reports that all employees in this occupation belong to a union.

## SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	<b>Not Applicable</b>	<b>X</b>
Little Difficulty		
No Difficulty		

The Job Market for: **Correction Officers and Jailers**  
Experienced applicants: Not Applicable  
Inexperienced applicants: Somewhat Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 57 -- Small

<b>Growth Projections:</b>	New jobs through 2000:	23
	<u>Separations to 2000:</u>	5
	Total Openings:	28

Growth Trends: The new job growth rate for this occupation is 40.4%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. The county projects moderate growth in this occupation over the next three years.

Employer Responses: 1 employer, representing 49 employees in this occupation, supplied data used in developing this occupational profile. Information provided by this employer is available to the general public and may be obtained through the Butte County personnel department.



## FINANCIAL MANAGERS

OES 130020

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Many recent hires possess a bachelor's degree. Some new hires have earned an associate's degree.

**Experience:** Almost all employers report that they always require work-related experience. They tend to hire applicants with 24 - 72 months experience as controllers, accountants, financial managers, and fiscal officers. Few employers indicate they will accept training as a substitute for experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

#### Full-Time

Medical Insurance:	100%
Dental Insurance:	67%
Vision Insurance:	67%
Life Insurance:	93%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	80%

\*Percentage is based on 15 employers responding to this particular question.

### HOURS AND WAGES

**Hours:** Almost all Financial Managers work full-time at an average of 40 hours per week.

<b><u>*Wages:</u></b>	<b><u>Range</u></b>	<b><u>Median</u></b>
New Hires, No Experience:	\$6.50 - \$17.26	\$10.01
New Hires, With Experience:	\$8.00 - \$28.91	\$17.59
After Three Years With Firm:	\$11.00 - \$28.91	\$19.18

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE

Finance, Insurance, & Real Estate	27.00%
Construction	10.20%
Business Services	9.50%
Medical Services	7.50%
Individual & Family Services	3.90%
Local Government	3.90%
Religious, Social, & Civic Organizations	3.30%
Accounting, Auditing, Bookkeep. & Management	3.00%
Other	31.70%

## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to plan and organize the work of others  
Understanding of regulations affecting financial institutions  
Ability to apply techniques of statistical analysis  
Ability to analyze securities  
Financial planning skills  
Budget analysis skills  
Cost accounting & cost analysis skills  
Report writing skills  
Ability to perform advanced mathematical computations  
Ability to interpret actuarial and probability of loss tables  
Ability to work independently  
Ability to hire and assign personnel  
Verbal presentation skills  
Ability to read and comprehend information quickly  
Emerging skills place an emphasis on evolving computer systems, use of new financial management software applications, and network access

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Controller, Chief Financial Officer, Finance Director, Fiscal Officer, Accounting Manager

**Related DOT Code:** 250.257-014, 160.167-058, 160.162-022

**Career Ladders:** May be promoted to Vice President of Finance, Chief Business Officer, regional management position.

**Nontraditional Occupation:** No. Employers responding report that 53% of the workers are female.

**Turnover:** High. The rate is 31.6% for employees in this occupation over the past 12 months.

**Unionization:** No. Employers who responded indicate no unionization for this occupation.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, Employment Development Dept., and public school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Financial Managers**  
Experienced applicants: Somewhat Competitive  
Inexperienced applicants: Somewhat Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 411 -- Very Large

<b>Growth Projections:</b>	New jobs through 2000:	53
	<u>Separations to 2000:</u>	41
	Total Openings:	94

**Growth Trends:** The new job growth rate for Financial Managers is 12.9%, which is growing slower than the average job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

**Employer Responses:** 16 employers, representing 19 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

## FIREFIGHTERS

OES 630080

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State or Federal government.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Employers indicate that all recent hires possess a high school diploma or equivalent. Employers report that training and certification are required prior to employment. Candidates must have successfully completed the State Board of Fire Services certification, and must possess a current California Emergency Medical Technician (EMT) certificate at time of application. Possession of a Hazardous Materials First Responder certificate, and college degree in Fire Technology is desirable.

**Experience:** Employers report that although prior work-related experience is not required for employment, it is desirable.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

\*Percentage is based on 2 employers responding to this particular question.

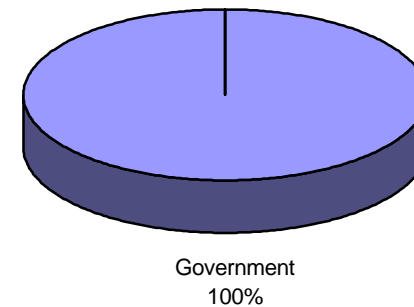
### HOURS AND WAGES

**Hours:** Employers report that all firefighters work full time at 56 hours per week.

<u>*Wages:</u>	<u>Union Range</u>	<u>Union Median</u>
New Hires, No Experience:	\$9.18 - \$9.48	\$9.33
New Hires, With Experience:	\$9.48 - \$9.75	\$9.62
After Three Years With Firm:	\$9.75 - \$11.50	\$10.63

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to understand the organization of the fire department  
Demonstration of physical endurance, agility, and strength in accordance with established standards  
Knowledge of basic firefighting methods and equipment  
Ability to learn the role of other agencies that respond to emergencies  
Demonstration of mechanical aptitude in operation and maintenance of firefighting equipment  
Ability to learn and apply fire prevention laws, codes, and regulations  
Ability to read, understand and apply a variety of fire suppression and fire prevention information and materials  
Ability to reason and act decisively under stressful / emergency situations  
Ability to perform routine building and grounds maintenance duties  
Ability to maintain records and prepare written reports effectively  
Knowledge of geographical layout of jurisdictional area  
Ability to service and maintain firefighting equipment in good working order  
Emerging skills include increased computer literacy and proficiency

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, the Employment Development Department, school referral programs, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty		
No Difficulty	X	X

The Job Market for: **Firefighters**  
Experienced applicants: Very Competitive  
Inexperienced applicants: Very Competitive

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Fire Engineer

**Related DOT Code:** 373.364-010

**Career Ladders:** May be promoted to captain, division chief, or fire apparatus engineer

**Nontraditional Occupation:** Yes. Employers responding report that 2% of workers are female.

**Turnover:** Very Low. The rate is 3.2% for employees in this occupation over the past 12 months.

**Unionization:** Yes. All employers surveyed report they are unionized. Employers surveyed indicate that all employees belong to a union.

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 194 -- Large

<b>Growth Projections:</b>	New jobs through 2000:	22
	<u>Separations to 2000:</u>	46
	Total Openings:	68

**Growth Trends:** The new job growth rate for firefighters is 11.3%, which is growing slower than the average rate of 15.6% for all occupations in the county. Half of the employers surveyed project their firm's employment in this occupation to remain stable over the next three years. Half expect growth over this period.

**Employer Responses:** 2 employers, representing 62 employees in this occupation, supplied data used in developing this occupational profile. Information provided by these employers is available to the general public and may be obtained through respective city personnel departments.

## FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS--SALES AND RELATED OCCUPATIONS OES 410020

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Some recent new hires have been engaged in college course work without having earned a degree. Some have earned an associate's degree. Few have earned bachelor's degrees. No employers indicate that training is required prior to employment.

**Experience:** Most employers report that they always require work-related experience. They tend to hire applicants with 12 - 60 months of retail sales or management experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	57%
Vision Insurance:	36%
Life Insurance:	71%
Paid Vacation:	100%
Paid Sick Leave:	86%
Retirement Plan:	79%

\*Percentage is based on 14 employers responding to this particular question.

### HOURS AND WAGES

**Hours:** Almost all First Line Supervisors and Managers for Sales-Related occupations work full-time averaging 42 hours per week.

		Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.40 - \$17.26	\$8.25	N/A
New Hires, With Experience:	\$5.90 - \$17.26	\$10.00	\$13.90
After Three Years With Firm:	\$8.00 - \$31.17	\$14.00	\$22.06

\*In addition to wages, some firms also pay commissions which vary widely.

Few firms pay only commissions.

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE

Hardware, Department, & Grocery Stores	25.80%
Automotive Dealers & Gasoline Stations	7.20%
Lumber & Other Building Materials	6.60%
Apparel & Accessory Stores	5.90%
Miscellaneous Retail	4.60%
Civic & Social Associations	3.00%
Video Tape Rental	2.40%
Insurance & Real Estate Services	2.30%
Physical Fitness Facilities	2.30%
Eating Places	1.80%
Newspapers	1.40%
Radio, TV, & Electronic Stores	1.10%
Other	35.60%

## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to manage an activity or department  
Ability to plan and organize the work of others  
Report writing skills  
Ability to apply sales techniques  
People management & coaching skills  
Ability to hire and assign personnel  
Verbal presentation skills  
Ability to write legibly & effectively  
Problem solving skills  
Public contact skills  
Ability to work independently  
Ability to work under pressure  
Customer service skills  
Oral communication skills  
Ability to effectively manage time  
Emerging skills include increased computer knowledge

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Sales Manager, Area Manager, Sales Director, Department Manager

**Related DOT Code:** 163.167-018

**Career Ladders:** May be promoted to higher level management positions

**Nontraditional Occupation:** No. Employers responding report that 43% of workers are female.

**Turnover:** Moderate / Moderately High. The rate is 20.9% for employees in this occupation over the past 12 months.

**Unionization:** Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, private employment agencies, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **First Line Supervisors/Managers--Sales**  
Experienced applicants: Somewhat Competitive  
Inexperienced applicants: Somewhat Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 721 -- Very Large

<b>Growth Projections:</b>	New jobs through 2000:	109
	<u>Separations to 2000:</u>	85
	Total Openings:	194

**Growth Trends:** The new job growth rate for this occupation is 15.1%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Many businesses project their firm's employment in this occupation to remain stable over the next three years. Many expect growth over this period.

**Employer Responses:** 14 employers, representing 91 employees in this occupation, supplied data used in developing this occupational profile.

## FOOD PREPARATION WORKERS

OES 650380

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Almost all new hires possess a high school diploma or equivalent. Few have been engaged in college course work without having earned a degree. Few employers report that training is required prior to employment. Most employers, however, report they will sometimes accept training as a substitute for experience.

**Experience:** Some firms report that they usually or always require work-related experience. They tend to hire applicants with 6 - 12 months experience in food service.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	64%
Dental Insurance:	64%
Vision Insurance:	55%
Life Insurance:	27%
Paid Vacation:	73%
Paid Sick Leave:	45%
Retirement Plan:	55%

\*Percentage is based on 11 employers responding to this particular question.

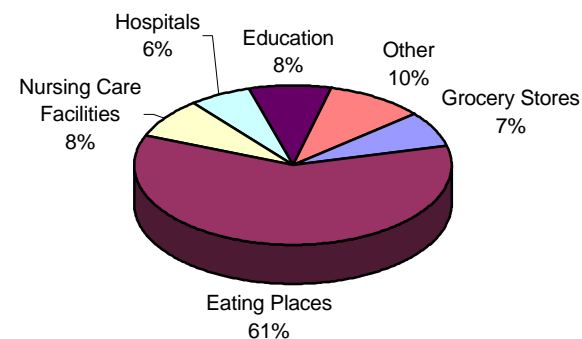
### HOURS AND WAGES

**Hours:** Many Food Preparation Workers work part-time averaging 22 hours per week. Some work full-time at an average of 41 hours weekly.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$6.00	\$6.10 - \$8.28	\$5.00	\$7.36
New Hires, With Experience:	\$5.00 - \$9.00	\$6.10 - \$8.28	\$5.50	\$7.54
After Three Years With Firm:	\$5.00 - \$12.00	\$7.50 - \$9.37	\$6.50	\$9.01

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Sandwich making skills  
Ability to operate a cash register  
Salad making skills  
Certified as a food handler  
Knowledge of sanitary work environment  
Ability to handle multiple food orders in a timely fashion  
Ability to pass a pre-employment medical examination  
Ability to stand continuously for 2 or more hours  
Ability to work rapidly  
Ability to lift at least 30 pounds repeatedly  
Willingness to work with close supervision  
High standards of personal cleanliness  
Public contact skills  
Ability to work under pressure  
Ability to follow oral and written instructions  
Ability to work independently

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and the Employment Development Dept.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Food Preparation Workers**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Food Services Aide, Dietary Aide, Cook's Assistant, Food Service Worker, Cafeteria Assistant

**Related DOT Code:** 313.361-014, 319.677-014

**Career Ladders:** May be promoted to cook, kitchen manager, dietary supervisor, and management positions.

**Nontraditional Occupation:** No. Employers responding report that 74% of workers are female.

**Turnover:** Moderately High. The rate is 24.2% for employees in this occupation over the past 12 months.

**Unionization:** Yes. Many employers surveyed report they are unionized. Most employees belong to a union.

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 974 -- Very Large

<b>Growth Projections:</b>	New jobs through 2000:	251
	<u>Separations to 2000:</u>	266
	Total Openings:	517

**Growth Trends:** The new job growth rate for this occupation is 25.8%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

**Employer Responses:** 15 employers, representing 227 employees in this occupation, supplied data used in developing the analysis of this occupational profile.



## HAND PACKERS AND PACKAGERS

OES 989020

Hand Packers and Packers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Almost all new hires possess a high school diploma or equivalent. Few employers report they require training prior to employment. Employers place an emphasis upon providing "on-the-job" training for this occupation.

**Experience:** Few employers report that they require work-related experience, though recent packing experience in a production environment is helpful and sometimes requested.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

#### Full-Time

Medical Insurance:	75%
Dental Insurance:	38%
Vision Insurance:	38%
Life Insurance:	50%
Paid Vacation:	88%
Paid Sick Leave:	63%
Retirement Plan:	75%

\*Percentage is based on 8 employers responding to this particular question.

### HOURS AND WAGES

**Hours:** Some hand packers work seasonally, averaging 30 hours per week. Some work part-time, at an average of 24 hours weekly. Few work full-time or "on-call", averaging 40 hours per week.

	Non-Union	Union	Non-Union	Union
<b><u>*Wages:</u></b>	<b><u>Range</u></b>	<b><u>Range</u></b>	<b><u>Median</u></b>	<b><u>Median</u></b>
New Hires, No Experience:	\$5.00 - \$8.15	\$5.96 - \$6.75	\$5.28	\$6.74
New Hires, With Experience:	\$5.10 - \$8.15	\$6.74 - \$7.01	\$5.88	\$6.75
After Three Years With Firm:	\$5.25 - \$9.45	\$6.74 - \$9.04	\$8.00	\$6.75

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE

Women's, Misses', and Junior's Clothing	24.20%
Food and Kindred Products	17.30%
Special Industry Machinery	9.80%
Business Services	9.20%
Eating Places	6.90%
Groceries and Related Products	6.20%
Printing and Publishing	4.20%
Plastic Products	4.20%
Grocery Stores	3.60%
Motor Freight Transport. & Warehousing	3.30%
Flowers, Nursery Stock & Florist Supplies	2%
Other	9.10%

## QUALIFICATIONS

### Employers rated the following qualifications very important:

Good eye-hand coordination  
Ability to stand continuously for 2 or more hours  
Ability to sit continuously for 2 or more hours  
Ability to lift at least 50 pounds repeatedly  
Willingness to work with close supervision  
Ability to work independently  
Basic math skills -- ability to measure and count  
Proper handling of customer packaging  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Packer, Courtesy Clerk, Mailroom  
Insertor, Grader, Lineworker, Inspector

**Related DOT Code:** 920.587-018, 920.687-134

**Career Ladders:** May be promoted to stocker, checker, food  
clerk, supervisory & management positions.

**Nontraditional Occupation:** No. Employers responding  
report that 52% of workers are female.

**Turnover:** Moderately Low / Moderate. The rate is 10.2%  
for employees in this occupation over the past 12 months.

**Unionization:** Yes. Some employers surveyed report they  
are unionized. Some employees belong to a union.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new  
employees include: current employee referrals, newspaper ads, private  
employment agencies, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Hand Packers and Packagers**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 265 -- Large

<b><u>Growth Projections:</u></b>	New jobs through 2000:	41
	<u>Separations to 2000:</u>	43
	Total Openings:	84

**Growth Trends:** The new job growth rate for this occupation  
is 15.5%, which is growing at an average rate. The average new  
job growth rate for all occupations in the county is 15.6%. Many  
employers responding project their firm's employment in this  
occupation to remain stable over the next three years. Many  
anticipate growth over this period.

**Employer Responses:** 13 employers, representing 364  
employees in this occupation, supplied data used in developing  
this occupational profile.

## INSTRUCTIONAL AIDES

OES 315211

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Most new hires have been engaged in college course work without having earned a degree. Most employers indicate they require training or certification prior to employment. This may take the form of earning 6 - 12 units of early childhood education at a community college, or through passing an instructional aide proficiency test. Many employers indicate they seek word processing skills in applicants.

**Experience:** Some firms report that they usually or always require work-related experience. Many indicate they will usually accept training in lieu of prior experience. Employers tend to hire applicants with 6 - 12 months experience as an instructional assistant.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	86%
Dental Insurance:	86%
Vision Insurance:	71%
Life Insurance:	43%
Paid Vacation:	86%
Paid Sick Leave:	79%
Retirement Plan:	71%

\*Percentage is based on 14 employers responding to this particular question.

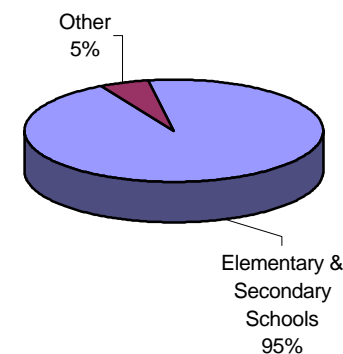
### HOURS AND WAGES

**Hours** Most Instructional Aides work part-time for an average of 20 hours per week. Few work full-time, averaging between 30 - 38 hours weekly.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$7.42	\$5.95 - \$9.35	\$6.10	\$7.60
New Hires, With Experience:	\$5.00 - \$8.85	\$5.95 - \$10.07	\$6.44	\$8.00
After Three Years With Firm:	\$5.00 - \$13.19	\$7.63 - \$11.12	\$7.50	\$9.57

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to apply teaching techniques  
Knowledge of early childhood development  
Oral reading skills / Oral communication skills  
Musical skills  
Ability to operate audiovisual equipment  
Classroom management skills  
Record keeping skills  
Ability to administer emergency first aid  
Ability to write effectively  
Ability to pass a pre-employment medical examination  
Understanding of a variety of cultures  
Ability to handle crisis situations  
Ability to exercise patience  
Basic math skills  
Emerging skills include a higher degree of computer literacy; some employers additionally seek bilingual ability

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Teacher Aide, Instructional Assistant, Instructional Paraprofessional, Special Ed. Aide

**Related DOT Code:** 099.327-010

**Career Ladders:** Instructional Aide may be promoted to a classroom teaching position upon earning a credential

**Nontraditional Occupation:** No. Employers responding report that 87% of workers are female.

**Turnover:** High. The rate is 38.7% for employees in this occupation over the past 12 months.

**Unionization:** Yes. Many employers responding report they are unionized. Almost all employees belong to a union.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Instructional Aides**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 2,340 -- Very Large

<b>Growth Projections:</b>	New jobs through 2000:	345
	<u>Separations to 2000:</u>	162
	Total Openings:	507

**Growth Trends:** The new job growth rate for Instructional Aides is 14.7%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most businesses project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth over this period.

**Employer Responses:** 17 employers, representing 644 employees in this occupation, supplied data used in developing this occupational profile.

## MAIDS AND HOUSEKEEPING CLEANERS

OES 670020

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Almost all recent hires possess a high school diploma or equivalent. No employer surveyed indicates requiring training prior to employment.

**Experience:** Some employers report that they usually or always require work-related experience prior to employment. Employers tend to hire applicants with 6 - 12 months of prior housekeeping or custodial experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<b><u>Full-Time</u></b>
Medical Insurance:	93%
Dental Insurance:	86%
Vision Insurance:	71%
Life Insurance:	64%
Paid Vacation:	100%
Paid Sick Leave:	71%
Retirement Plan:	57%

\*Percentage is based on 14 employers responding to this particular question.

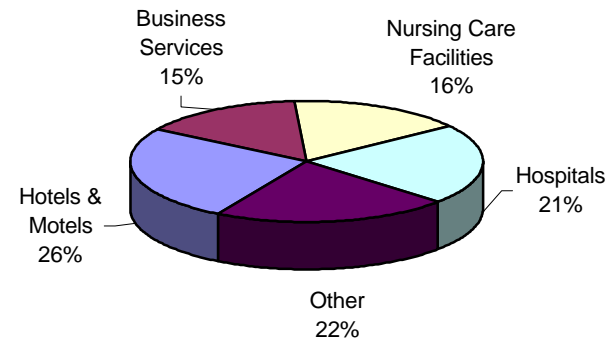
### HOURS AND WAGES

**Hours:** Many Maids and Housekeeping Cleaners work full-time averaging 39 hours per week. Some work part-time at an average of 25 hours weekly.

<b><u>*Wages:</u></b>	<b><u>Range</u></b>	<b><u>Non-Union Median</u></b>	<b><u>Union Median</u></b>
New Hires, No Experience:	\$5.00 - \$7.22	\$5.28	\$5.00
New Hires, With Experience:	\$5.00 - \$7.80	\$5.50	\$5.00
After Three Years With Firm:	\$5.12 - \$8.37	\$6.50	\$5.50

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to operate commercial laundry machines  
Understanding of cleaning compounds and solutions  
Ability to operate commercial vacuum cleaners  
Ability to administer emergency first aid  
Ability to stand for prolonged periods of time  
Ability to lift at least 50 pounds repeatedly  
Possession of a reliable vehicle  
Willingness to work with close supervision  
Ability to follow oral instructions  
Ability to read and follow instructions  
Ability to write legibly  
Ability to operate a floor buffing machine

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Environmentalist, Housekeeper, Cleaning Technician

**Related DOT Code:** 323.687-014, 323.687-010, 323.687-018

**Career Ladders:** May be promoted to lead cleaner, clerk, nursing assistant, and supervisory positions.

**Nontraditional Occupation:** No. Employers responding report that 74% of workers are female.

**Turnover:** Moderately High. The rate is 24.7% for employees in this occupation over the past 12 months.

**Unionization:** Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, the Employment Development Department, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Maids and Housekeeping Cleaners**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 424 -- Very Large

<b>Growth Projections:</b>	New jobs through 2000:	57
	<u>Separations to 2000:</u>	44
	Total Openings:	101

**Growth Trends:** The new job growth rate for Maids and Housekeeping Cleaners is 13.4%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

**Employer Responses:** 18 employers, representing 198 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

## MEDICAL ASSISTANTS

OES 660050

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Many new hires have earned either a bachelor's degree or an associate's degree. Some employers indicate they require training prior to employment, while most will train on the job. Medical assistants are not licensed, certified, or registered by the state, but training for medical assistants is regulated by the state. The work site must have documentation of their completion of training as required by law and regulations.

**Experience:** Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 18 months experience in a medical-related field.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	87%
Dental Insurance:	67%
Vision Insurance:	33%
Life Insurance:	33%
Paid Vacation:	100%
Paid Sick Leave:	93%
Retirement Plan:	67%

\*Percentage is based on 15 employers responding to this particular question.

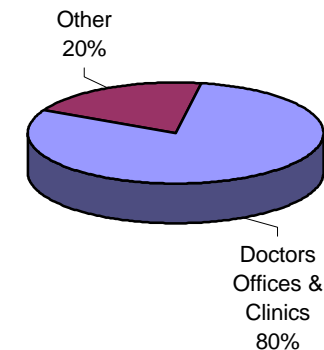
### HOURS AND WAGES

**Hours:** Many employers report that Medical Assistants work full-time at an average of 39 hours per week. Some work part-time averaging 21 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$9.00	\$7.00
New Hires, With Experience:	\$6.50 - \$10.50	\$8.50
After Three Years With Firm:	\$7.50 - \$14.00	\$10.00

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to complete and explain medical insurance forms  
Ability to transcribe medical records and reports  
Ability to administer an electro-cardiograph (EKG) test  
Ability to administer injections  
Ability to apply sterilization techniques  
Blood drawing skills  
Understanding of inventory techniques  
Ability to follow billing and insurance procedures  
Ability to use word processing software  
Ability to write effectively  
Knowledge of medical terminology  
Knowledge of CPT codes & international diagnostic codes  
Ability to handle crisis situations  
Willingness to work with close supervision  
Emerging skills include an increased knowledge of computers

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Certified Medical Assistant,  
Ophthalmic Assistant

**Related DOT Code:** 079.362-010

**Career Ladders:** May be promoted to office manager

**Nontraditional Occupation:** No. Employers responding report that 92% of workers are female.

**Turnover:** Moderately High. The rate is 25% for employees in this occupation over the past 12 months.

**Unionization:** No. Employers responding indicate no unionization for this occupation.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, and school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Medical Assistants**  
Experienced applicants: Somewhat Competitive  
Inexperienced applicants: Somewhat Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 201 -- Large

<b>Growth Projections:</b>	New jobs through 2000:	42
	<u>Separations to 2000:</u>	19
	Total Openings:	61

**Growth Trends:** The new job growth rate for Medical Assistants is 20.9%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

**Employer Responses:** 15 employers, representing 52 employees in this occupation, supplied the data used in developing this occupational profile.



## MEDICAL RECORDS TECHNICIAN

OES 329110

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Most recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Few have earned an associate's degree. Some employers responding indicate they require training prior to employment. This may take the form of learning applicable skills through medical training courses.

**Experience:** Most employers report that they sometimes require work-related experience. They tend to hire applicants with 6 - 36 months of record filing experience in an office environment. Many employers indicate that they usually accept training in lieu of experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	95%
Dental Insurance:	80%
Vision Insurance:	55%
Life Insurance:	85%
Paid Vacation:	95%
Paid Sick Leave:	85%
Retirement Plan:	75%

\*Percentage is based on 20 employers responding to this particular question.

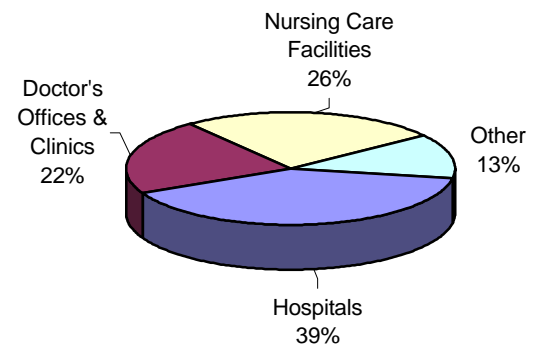
### HOURS AND WAGES

**Hours:** Most Medical Records Technicians work full-time for an average of 40 hours per week. Some work part-time, averaging 18 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$10.75	\$6.00
New Hires, With Experience:	\$5.35 - \$10.75	\$7.00
After Three Years With Firm:	\$5.50 - \$26.00	\$8.00

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Knowledge of physiology  
Knowledge of anatomy  
Ability to transcribe medical records and reports  
Ability to follow medical records control procedures  
Knowledge of disease processes  
Alphabetic and numeric filing skills  
Understanding of medicare rules and regulations  
Ability to write effectively and legibly  
Knowledge of medical terminology  
Analytical skills  
Ability to type at least 45 words per minute  
Willingness to work with close supervision  
Ability to pay attention to detail  
Ability to work under pressure  
Emerging skills include an increased knowledge of computers and use of medical software; word processing and database skills are desirable

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Medical Records Clerk, Office Records Supervisor, Medical Records File Clerk, Receptionist

**Related DOT Code:** 079.362-014, 245.362-010, 245.362-014

**Career Ladders:** May be promoted to receptionist, medical insurance biller, medical assistant, or various office positions

**Nontraditional Occupation:** No. Employers responding report that 95% of workers are female.

**Turnover:** Moderately High. The rate is 23.8% for employees in this occupation over the past 12 months.

**Unionization:** No. Employers responding indicate no unionization for this occupation.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Exeriented Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Medical Records Technicians**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 44 -- Small

<b>Growth Projections:</b>	New jobs through 2000:	11
	<u>Separations to 2000:</u>	4
	Total Openings:	15

**Growth Trends:** The new job growth rate for this occupation is 25.0%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

**Employer Responses:** 20 employers, representing 42 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

## PHARMACY TECHNICIANS

OES 325181

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Many new hires have been engaged in college course work without having earned a degree. Some possess a bachelor's degree. The state of California requires pharmacy technicians to be registered. Candidates must complete 1,500 hours of experiential work under a retail pharmacist, or one year and a minimum of 1,500 hours of supervised experience under a hospital pharmacist.

**Experience:** Most employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 12 months of experience as a pharmacy technician.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	75%
Vision Insurance:	56%
Life Insurance:	50%
Paid Vacation:	94%
Paid Sick Leave:	88%
Retirement Plan:	81%

\*Percentage is based on 16 employers responding to this particular question.

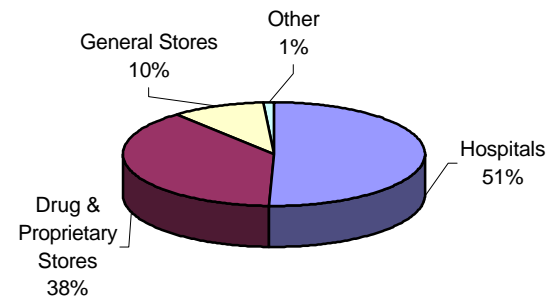
### HOURS AND WAGES

**Hours:** Most Pharmacy Technicians work full-time, averaging 40 hours per week. Some work part-time at an average of 27 hours weekly.

	<u>Non-Union</u> <u>Range</u>	<u>Union</u> <u>Range</u>	<u>Non-Union</u> <u>Median</u>	<u>Union</u> <u>Median</u>
<b>*Wages:</b>				
New Hires, No Experience:	\$5.00 - \$11.95	\$5.00 - \$11.05	\$6.00	\$7.37
New Hires, With Experience:	\$6.00 - \$12.96	\$7.00 - \$11.05	\$9.00	\$9.25
After Three Years With Firm:	\$7.50 - \$14.25	\$11.25 - \$12.75	\$11.23	\$11.88

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Knowledge of chemical compounds  
Ability to complete and explain insurance forms  
Ability to calculate weights and measurements  
Ability to apply sterilization techniques  
Ability to measure and calculate using metrics  
Ability to accurately record and report information  
Ability to write effectively  
Ability to follow government regulations and reporting requirements  
Willingness to work with close supervision  
Ability to pay attention to detail  
Public contact skills  
Ability to work independently  
Basic math skills  
Oral communication skills  
Emerging skills include increased computer literacy and ability to keep abreast of pharmacy software

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Registered Pharmacy Technician,  
General Merchandising Clerk

**Related DOT Code:** 074.382-010

**Career Ladders:** May be promoted to senior technician,  
management position, or to pharmacist with degree & licensing

**Nontraditional Occupation:** No. Employers responding  
report that 81% of workers are female.

**Turnover:** Moderately Low. The rate is 9.3% for employees  
in this occupation over the past 12 months.

**Unionization:** Yes. Some employers surveyed report they  
are unionized. Of those surveyed, some employees belong to  
a union.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit  
new employees include: newspaper ads, current employee referrals,  
unsolicited applicants, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Exerienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Pharmacy Technicians**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 68 -- Small

<b>Growth Projections:</b>	New jobs through 2000:	13
	<u>Separations to 2000:</u>	6
	Total Openings:	19

**Growth Trends:** The new job growth rate for this occupation  
is 19.1%, which is growing faster than the average new job  
growth rate of 15.6% for all occupations in the county. Most  
employers responding project their firms employment in this  
occupation to remain stable over the next three years. Some  
expect new growth.

**Employer Responses:** 17 employers, representing 54  
employees in this occupation, supplied data used in developing  
the analysis of this occupational profile.

## POLICE PATROL OFFICERS

OES 630140

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Most recent new hires have been engaged in college course work without having earned a degree. Employers indicate that candidates must graduate from and be certified by a valid Peace Officer Standards and Training (POST) basic academy.

**Experience:** Employers report that prior work-related experience is not a prerequisite for employment.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

\*Percentage is based on 3 employers responding to this particular question.

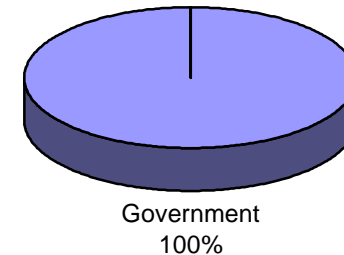
### HOURS AND WAGES

**Hours:** Employers report that all police patrol officers work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Union Range</u>	<u>Union Median</u>
New Hires, No Experience:	\$11.97 - \$14.36	\$13.34
New Hires, With Experience:	\$11.97 - \$14.36	\$14.01
After Three Years With Firm:	\$13.86 - \$17.47	\$14.01

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Knowledge of city, county, and state laws, ordinances, and statutes pertaining to law enforcement  
Knowledge of the principles and practices of law enforcement, including patrol, crime prevention, investigation, custody, and identification  
Knowledge of courtroom procedures and legal practices  
Knowledge of departmental rules and regulations  
Ability to physically pursue and capture wanted persons  
Ability to react quickly and calmly to emergency situations, isolate and analyze problem causes, and take appropriate action  
Ability to learn standard police radio procedures and codes  
Ability to observe and recall detailed information, names, faces, and facts  
Ability to properly use and care for firearms  
Ability to establish and maintain effective work relationships  
Ability to read, interpret, and understand laws, rules, and other written materials effectively  
Must be of good moral character, and have no record of felony convictions

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, the Employment Development Department, and school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	
No Difficulty		X

The Job Market for: **Police Patrol Officers**  
Experienced applicants: Competitive  
Inexperienced applicants: Very Competitive

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Police Officer

**Related DOT Code:** 375.263-014, 375.267-038

**Career Ladders:** May be promoted to sergeant, detective, or lieutenant

**Nontraditional Occupation:** Yes. Employers responding report that 12% of workers are female.

**Turnover:** Moderately Low / Moderate. The rate is 10.1% for employees in this occupation over the past 12 months.

**Unionization:** Yes. All employers surveyed report they are unionized. Employers surveyed indicate that all employees belong to a union.

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 142 -- Medium

<b>Growth Projections:</b>	New jobs through 2000:	14
	<u>Separations to 2000:</u>	35
	Total Openings:	49

**Growth Trends:** The new job growth rate for this occupation is 9.9%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

**Employer Responses:** 3 employers, representing 99 employees in this occupation, supplied data used in developing the analysis of this occupational profile. Information provided by these employers is available to the general public and may be obtained through respective city personnel departments.

## RADIOLOGIC TECHNOLOGISTS -- DIAGNOSTIC

OES 329210

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as Radiographers.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Most recent new hires possess an associate's degree. Employers report that certification in this occupation is required by the state of California. Completion of an approved 2-year academic program, including 1,850 hours of supervised clinical experience is considered mandatory training.

**Experience:** Almost all firms report that they usually require work-related experience. Employers tend to hire applicants with 6 - 24 months experience as a radiologic technologist.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	82%
Vision Insurance:	52%
Life Insurance:	82%
Paid Vacation:	100%
Paid Sick Leave:	82%
Retirement Plan:	100%

\*Percentage is based on 11 employers responding to this particular question.

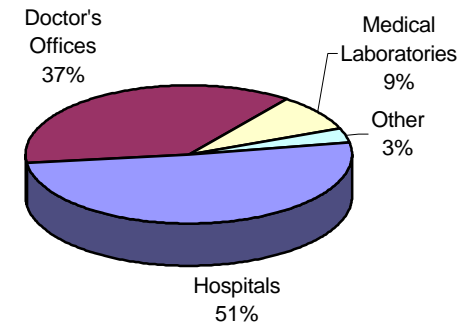
### HOURS AND WAGES

**Hours:** Many Diagnostic Radiologic Technologists work full-time, averaging 40 hours per week. Some work part-time, at an average of 26 hours weekly. Few work as temporary help, or "on call", averaging 13 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.00 - \$14.63	\$13.00
New Hires, With Experience:	\$9.50 - \$15.80	\$13.18
After Three Years With Firm:	\$11.00 - \$16.48	\$15.78

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to use film developing equipment  
Ability to follow fluoroscopic imaging procedures  
Ability to administer magnetic resonance imaging  
Ultrasound scanning skills  
CT scanning skills  
Ability to follow safe equipment operating practices  
Ability to apply transferring techniques moving patients  
Ability to take vital signs  
Registered with American Association of Radiologic Technologists (AARP)  
Possession of California CRT certificate  
Knowledge of medical terminology  
Ability to stand continuously for 2 or more hours  
Ability to write effectively  
Record keeping skills  
Ability to work under pressure  
Emerging skills include increased use of digital technology

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** X-Ray Technician, Diagnostic Technician, X-Ray Technologist

**Related DOT Code:** 078.362-026

**Career Ladders:** May be promoted to supervisory position

**Nontraditional Occupation:** No. Employers responding report that 59% of workers are female.

**Turnover:** Very Low. The rate is 2.9% for employees in this occupation over the past 12 months.

**Unionization:** No. Employers who responded indicate no unionization for this occupation.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, and public school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Exerienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Diagnostic Radiologic Technologists**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 145 -- Medium

<b>Growth Projections:</b>	New jobs through 2000:	38
	<u>Separations to 2000:</u>	16
	Total Openings:	54

**Growth Trends:** The new job growth rate for Diagnostic Radiologic Technologists is 26.2%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some employers expect new growth.

**Employer Responses:** 11 employers, representing 104 employees in this occupation, supplied data used in developing the analysis of this occupational profile.



## SECRETARIES, LEGAL

OES 551020

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Most recent hires have been engaged in college course work. Many have earned an associate's or bachelor's degree. Some employers indicate they require certification or training prior to employment. This may take the form of a legal / paralegal certificate, typing certificate at 65 words per minute, or training in legal forms and pleadings. Almost all employers seek word processing skills in candidates.

**Experience:** All employers report that they usually or always require work-related experience prior to employment. They tend to hire applicants with 12 - 36 months experience as a secretary, paralegal, or office clerk.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

#### Full-Time

Medical Insurance:	65%
Dental Insurance:	40%
Vision Insurance:	20%
Life Insurance:	40%
Paid Vacation:	90%
Paid Sick Leave:	85%
Retirement Plan:	50%

\*Percentage is based on 20 employers responding to this particular question.

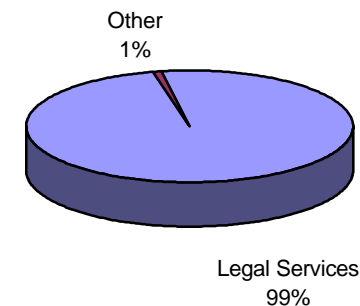
### HOURS AND WAGES

**Hours:** Most legal secretaries work full-time, averaging 38 hours per week. Some work part-time, at an average of 24 hours weekly.

<b><u>*Wages:</u></b>	<b><u>Range</u></b>	<b><u>Non-Union Median</u></b>	<b><u>Union Median</u></b>
New Hires, No Experience:	\$5.75 - \$10.23	\$8.00	\$8.31
New Hires, With Experience:	\$7.50 - \$13.54	\$9.86	\$9.07
After Three Years With Firm:	\$9.65 - \$17.26	\$12.00	\$10.34

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Understanding of court proceedings  
Ability to follow law office methods and procedures  
Record keeping skills  
Alphabetic and numeric filing skills  
Proofreading skills  
Ability to follow billing procedures  
Ability to use word processing & spreadsheet software  
Understanding of legal terms  
Telephone answering skills  
Ability to write effectively  
Ability to maintain an appointment calendar  
Ability to perform legal writing & research  
Ability to type at least 60 wpm  
Willingness to work with close supervision  
Increased computer literacy  
Oral communication skills

## OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Paralegal, Legal Assistant

Related DOT Code: 201.362-010

Career Ladders: May be promoted to senior legal secretary or lawyer intern

Nontraditional Occupation: No. Employers responding report that 96% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

## SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Legal Secretaries**  
Experienced applicants: Somewhat Competitive  
Inexperienced applicants: Somewhat Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 84 -- Medium

<b>Growth Projections:</b>	New jobs through 2000:	22
	<u>Separations to 2000:</u>	14
	Total Openings:	36

Growth Trends: The new job growth rate for Legal Secretaries is 26.2%, which is growing much faster than the average rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some employers project growth over this period.

Employer Responses: 22 employers, representing 53 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

## SHERIFFS AND DEPUTY SHERIFFS

OES 630320

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Please do not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Butte County reports that potential candidates for hire must possess a high school diploma or equivalent. The county indicates that candidates must graduate from and be certified by a valid Peace Officer Standards and Training (POST) basic academy within the last three years. Possession of valid first aid and CPR certificates are required during probationary period.

**Experience:** The county reports that prior work-related experience is not a requirement for this occupation. Proper police academy training (POST) will substitute for prior work experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<b><u>Full-Time</u></b>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

\*Percentage is based on 1 employer responding to this particular question.

### HOURS AND WAGES

**Hours:** Butte County reports that all employees in this occupation work full-time averaging 40 hours per week.

#### **\*Wages:**

New Hires, No Experience: \$13.33

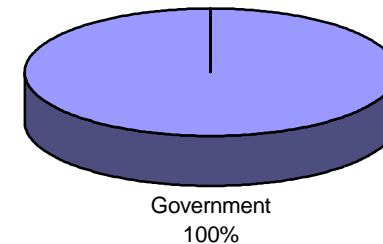
New Hires, With Experience: \$14.67

After Three Years With Firm: \$16.20

Note: "Range" and "Median" wages are not separated since sample consists of one employer.

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Demonstration of keen powers of observation and memory  
Ability to secure information from witnesses and suspects  
Ability to make independent decisions while working in the field  
Ability to analyze situations accurately and adopt effective course of action  
Ability to interpret, explain, and apply laws and regulations  
Ability to write clear and comprehensive reports  
Ability to understand and carry out oral and written directions  
Ability to use and care for firearms and other law enforcement equipment  
Able to meet and maintain standards of physical endurance and agility  
Ability to work cooperatively with those contacted in the course of work  
Must be of good moral character and successfully pass a thorough background investigation including polygraph, fingerprinting, psychological examination, and records check  
Employment offer is contingent upon passing a medical examination assessing candidate's ability to meet physical demands of the job  
Must be able to pass a plate test of color vision.

## OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 377.263-010

Career Ladders: May be promoted to sheriff's sergeant

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Moderately High. The rate is 28.3% for employees in this occupation over the past 12 months.

Unionization: Yes. The county reports that all employees in this occupation belong to a union.

## SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: Butte College Academy, newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	<b>Not Applicable</b>	<b>X</b>
Little Difficulty		
No Difficulty		

The Job Market for: **Sheriffs and Deputy Sheriffs**  
Experienced applicants: Not Applicable  
Inexperienced applicants: Somewhat Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 57 -- Small

**Growth Projections:** New jobs through 2000: 6  
Separations to 2000: 6  
Total Openings: 12

Growth Trends: The new job growth rate for this occupation is 10.5%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. The county projects moderate growth for this occupation over the next three years.

Employer Responses: 1 employer, representing 46 employees in this occupation, supplied data used in developing this occupational profile. Information provided by this employer is available to the general public and may be obtained through the Butte County personnel department.

## SOCIAL WORKERS -- EXCEPT MEDICAL AND PSYCHIATRIC

OES 273050

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Please include Community Organization Social Workers who plan, organize and work with community groups to solve problems. Please do not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Almost all new hires possess a bachelor's degree. Some employers report their recently hired employees possess a master's degree in social work. To become licensed as a clinical social worker (LCSW), an additional 3,200 hours of supervised postgraduate experience is required by the state. To be licensed as a marriage, family and child counselor (MFCC), an additional 3,000 hours of experience under direct supervision by an authorized supervisor is required by the state.

**Experience:** Almost all firms report that they usually or always require work-related experience. They tend to hire applicants with 12 - 48 months experience in social work, counseling, or a related field.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	Full-Time
Medical Insurance:	89%
Dental Insurance:	67%
Vision Insurance:	44%
Life Insurance:	61%
Paid Vacation:	94%
Paid Sick Leave:	89%
Retirement Plan:	44%

\*Percentage is based on 18 employers responding to this particular question.

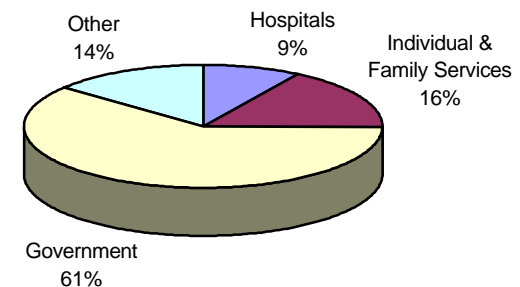
### HOURS AND WAGES

**Hours** Almost all Social Workers work full-time averaging 40 hours per week. Some work part-time averaging 22 hours weekly.

	Non-Union Range	Union Range	Non-Union Median	Union Median
<b>*Wages:</b>				
New Hires, No Experience:	\$5.27 - \$13.00	\$11.14 - \$11.14	\$10.50	\$11.14
New Hires, With Experience:	\$6.23 - \$19.18	\$12.79 - \$12.79	\$11.51	\$12.79
After Three Years With Firm:	\$8.01 - \$21.58	\$18.13 - \$18.13	\$13.43	\$18.13

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Knowledge of protective services for children and adults  
Knowledge of family social work  
Vocational counseling skills  
Ability to interview others for information  
Understanding of court proceedings  
Ability to write effectively  
Possession of a valid driver's license  
Record keeping skills  
Understanding of a variety of cultures  
Leadership skills  
Ability to handle crisis situations  
Possession of a clean police record  
Ability to apply complex rules and regulations  
Ability to work independently  
Oral communication skills  
Emerging skills place an emphasis on computer literacy

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, Employment Development Department, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Social Workers**  
Experienced applicants: Somewhat Competitive  
Inexperienced applicants: Somewhat Competitive

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Community Support Specialist, Family Support Worker, Service Coordinator, Case Worker

**Related DOT Code:** 195.107-010, 195.107-014, 195.107-018, 195.107-022, 195.107-038, 195.107-026

**Career Ladders:** May be promoted to supervisory and administrative positions. May attain career as LCSW or MFCC by meeting additional educational and licensing requirements.

**Nontraditional Occupation:** No. Employers responding report that 77% of the workers are female.

**Turnover:** High. The rate is 30.9% for employees in this occupation over the past 12 months.

**Unionization:** Yes. Few employers surveyed report they are unionized. Many employees belong to a union.

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 272 -- Large

<b>Growth Projections:</b>	New jobs through 2000:	46
	<u>Separations to 2000:</u>	18
	Total Openings:	64

**Growth Trends:** The new job growth rate for this occupation is 16.9%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many employers expect new growth in this occupation over the next three years.

**Employer Responses:** 19 employers, representing 315 employees in this occupation, supplied data used in developing this occupational profile.

## TRAFFIC, SHIPPING, & RECEIVING CLERKS

OES 580280

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Almost all recent hires possess a high school diploma or equivalent. Few have been engaged in college course work or have earned a degree. Some employers report they require training or certification prior to employment. This may take the form of gaining a Class B driver's license and a forklift certificate, or being trained in inventory and accounting procedures.

**Experience:** Most firms report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months experience in shipping / receiving, which often includes the ability to drive a forklift.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	61%
Vision Insurance:	33%
Life Insurance:	67%
Paid Vacation:	94%
Paid Sick Leave:	78%
Retirement Plan:	67%

\*Percentage is based on 18 employers responding to this particular question.

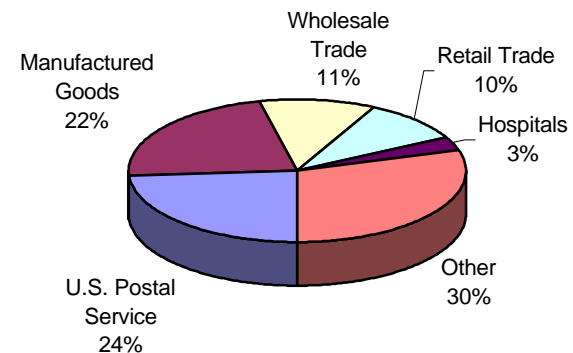
### HOURS AND WAGES

**Hours:** Almost all Traffic, Shipping, & Receiving Clerks work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$16.54	\$6.50	\$14.18
New Hires, With Experience:	\$5.89 - \$16.54	\$7.25	\$12.99
After Three Years With Firm:	\$7.36 - \$16.54	\$10.23	\$13.60

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to operate a forklift  
Ability to plan and organize the work of others  
Record keeping skills  
Understanding of inventory techniques  
Ability to use the U.S. & private parcel post services  
Possession of a valid driver's license  
Ability to write legibly and effectively  
Ability to stand continuously for 2 or more hours  
Ability to lift at least 60 lbs. repeatedly  
Willingness to work with close supervision  
Ability to work independently  
Ability to work under pressure  
Basic math skills  
Oral communication skills  
Emerging skills include increased knowledge of computerized inventory systems, inventory control software, and word processing ability

## OCCUPATIONAL CHARACTERISTICS

**Alternate Job Titles:** Warehouse Manager, Inventory Clerk, Material Handler, Lift Truck Operator, Stockroom Supervisor

**Related DOT Code:** 222.387-050, 222.387-026, 222.387-034

**Career Ladders:** May be promoted to management positions within company

**Nontraditional Occupation:** No. Employers responding report that 35% of workers are female.

**Turnover:** Moderately Low / Moderate. The rate is 10.7% for employees in this occupation over the past 12 months.

**Unionization:** Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

## SUPPLY AND DEMAND

**Recruitment Methods:** The most frequently used methods to recruit new employees include: private employment agencies, current employee referrals, newspaper ads, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Traffic, Shipping, and Receiving Clerks**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 319 -- Large

<b>Growth Projections:</b>	New jobs through 2000:	52
	<u>Separations to 2000:</u>	29
	Total Openings:	81

**Growth Trends:** The new job growth rate for Traffic, Shipping, and Receiving Clerks is 16.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

**Employer Responses:** 20 employers, representing 84 employees in this occupation, supplied the data used in developing this occupational profile.



## WAITERS AND WAITRESSES

OES 650080

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Please do not include workers who only work at counters.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Many recent hires have earned their high school diploma or equivalent. Many new hires have been engaged in college course work without having earned a degree. No employer surveyed reports requiring training prior to employment.

**Experience:** Some businesses report that they usually or always require work-related experience; some do not. Those seeking experienced employees tend to hire applicants with 4 - 12 months of previous waitering / waitressing experience.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	14%
Dental Insurance:	0%
Vision Insurance:	0%
Life Insurance:	14%
Paid Vacation:	100%
Paid Sick Leave:	0%
Retirement Plan:	0%

\*Percentage is based on 7 employers responding to this particular question.

### HOURS AND WAGES

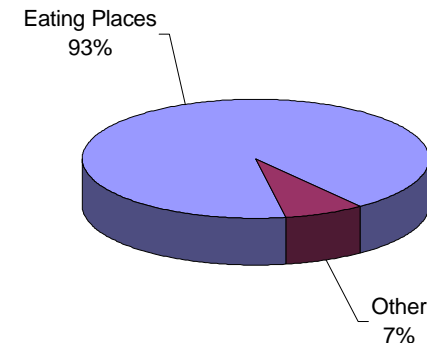
**Hours:** Most Waiters & Waitresses work part-time averaging 22 hours per week. Some work full-time, at an average of 38 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>	<u>Median Hourly Tips</u>
New Hires, No Experience:	\$5.00 - \$5.10	\$5.00	\$2.63
New Hires, With Experience:	\$5.00 - \$5.50	\$5.00	\$7.89
After Three Years With Firm:	\$5.00 - \$7.00	\$5.50	\$10.53

All employers surveyed report that waiters / waitresses earn tips in addition to wages.

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE



## QUALIFICATIONS

### Employers rated the following qualifications very important:

Cash handling skills  
Ability to operate a cash register  
Ability to stand continuously for 2 or more hours  
Ability to lift at least 30 pounds repeatedly  
Customer service skills  
Good grooming skills  
Willingness to work with close supervision  
Ability to work independently  
Ability to work under pressure  
Able to work speedily and efficiently  
Able to maintain a positive attitude  
Ability to follow oral instructions  
Ability to read and follow written instructions  
Basic math skills  
Oral communication skills  
Demonstration of a teamwork attitude

## OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Servers

Related DOT Code: 311.677-010, 311.674-018, 311.477-030, 311.477-026

Career Ladders: May be promoted to lead waiter / waitress, supervisor, assistant manager, or manager.

Nontraditional Occupation: No. Employers responding report that 88% of workers are female.

Turnover: Moderately High. The rate is 29.2% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

## SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Waiters and Waitresses**  
Experienced applicants: Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1129 -- Very Large

<u>Growth Projections:</u>	New jobs through 2000:	299
	<u>Separations to 2000:</u>	428
	Total Openings:	727

Growth Trends: The new job growth rate for Waiters and Waitresses is 26.5%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

Employer Responses: 15 employers, representing 267 employees in this occupation, supplied data used in developing this occupational profile.

## WELDERS AND CUTTERS

OES 939140

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

### EDUCATION / TRAINING AND EXPERIENCE

**Education and Training:** Many recent hires have earned a high school diploma or equivalent. Many new hires have been engaged in college course work without having earned a degree. Some employers report they require certification or training prior to employment. This may take the form of earning a Certificate of Achievement in Welding Technology at a community college. Employers express a strong preference for workers with prior "hands-on" experience.

**Experience:** Almost all employers report that they usually or always require work-related experience. Most, however, indicate they will sometimes accept training as a substitute for experience. They tend to hire applicants with 12 - 36 months of experience as a welder or fabricator.

### % of EMPLOYERS\* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	59%
Vision Insurance:	24%
Life Insurance:	53%
Paid Vacation:	100%
Paid Sick Leave:	35%
Retirement Plan:	59%

\*Percentage is based on 17 employers responding to this particular question.

### HOURS AND WAGES

**Hours:** Almost all Welders & Cutters work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.50 - \$8.00	\$6.50	\$8.00
New Hires, With Experience:	\$6.50 - \$15.21	\$8.50	\$12.60
After Three Years With Firm:	\$7.50 - \$25.09	\$11.00	\$18.55

\*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

### WHERE THE JOBS ARE

Miscellaneous Repair Services	39.50%
Farm Machinery & Equipment	26.60%
Fabricated Structural Metal	6.40%
Stone, Clay, Glass, & Concrete Products	2.80%
Wholesale Distribution -- Durable Goods	7.40%
General Automotive Repair Shops	2.80%
Refuse Systems	1.80%
Other	12.70%

## QUALIFICATIONS

### Employers rated the following qualifications very important:

Ability to operate inspection equipment  
Ability to read blueprints  
Ability to read working drawings  
Arc & gas welding skills  
Structural welding skills  
Plasma cutting & tig welding skills  
Ability to use precision tools  
Pipe welding skills  
Ability to pass a work performance test  
Ability to stand continuously for 2 or more hours  
Possession of mechanical aptitude  
Ability to work independently, speedily, and efficiently  
Basic math skills  
Ability to work in awkward positions  
Ability to operate a press brake

## OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Fabricator

Related DOT Code: 810.384-014, 811.684-014, 819.361-010, 810.382-010, 811.482-010

Career Ladders: May be promoted to foreman, supervisor, or management position.

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Moderate. The rate is 13.6% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

## SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Exerieneced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Welders and Cutters**  
Experienced applicants: Somewhat Competitive  
Inexperienced applicants: Competitive

## OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

**Size of 1993 Employment:** 89 -- Small

<b>Growth Projections:</b>	New jobs through 2000:	20
	<u>Separations to 2000:</u>	18
	Total Openings:	38

Growth Trends: The new job growth rate for this occupation is 22.5%, which is growing faster than the average job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some employers expect growth over this period.

Employer Responses: 18 employers, representing 125 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

*1997*

*BUTTE COUNTY*

*TRAINING*

*DIRECTORY*

## **OVERVIEW**

The *Butte County Training Directory* is produced as part of the state-wide CCOIS. The development of this directory is through a cooperative effort between the Butte County Private Industry Council, the Labor Market Information Division of the State of California Employment Development Department, and the California Occupational Information Coordinating Committee (COICC).

The COICC is under federal mandate to develop a statewide Occupational Information System (OIS) to meet the information needs of vocational education planners and administrators and the career information needs of youth and adults.

This is the first year a *Butte County Training Directory* has been prepared. Its purpose is to provide basic information on the training programs available to residents of Butte County. Unless otherwise noted, the programs listed are those which prepare persons for entry into one or more specific occupations.

Users of this directory should note we do not endorse or recommend any particular schools or training providers of programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Please contact the schools or training providers directly to verify the information. Please let us know if there are additional programs that should be included in future editions of this directory.

## **HOW CAN I USE THIS DIRECTORY?**

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available in Butte County.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

### ***Job Training Partnership Act (JTPA) Funding And Department of Education Pell Grants***

Many of the students taking the vocational or post secondary provider programs listed in this directory receive financial assistance through federal Job Training Partnership Act (JTPA) aid or Department of Education Pell Grants or other program sources. The JTPA Act was enacted in 1982 to provide job training to unemployed, dislocated workers, older workers, veterans, disabled, low income adults and youth facing barriers to employment.

Pell Grants to support training or related expenses are available to individuals who meet certain federal criteria, including low income, educational and other needs measures. Pell Grant funds are administered by Pell-eligible education and training institutions. Federal policies and procedures provide for a coordination of JTPA aid and Pell Grant awards.

Accreditation recognized by the Department of Education is necessary for students to be eligible to participate in federal student loan programs. Accreditation also provides funding protection for students in JTPA aided trainer provider programs.





***TRAINING***

***PROVIDERS***

## Butte Community College

3536 Butte Campus Drive, Oroville, CA 95965  
Phone: 530-895-2511 Fax: 530-895-2345

### Services

Job Placement Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

### Vocational Degrees and Certificates

#### **Alcohol and Drug Studies**

Occupational Objective:

*Occupations in Human Service Organizations*

Training Site Location:

Butte Community College

#### **Agriculture Career Programs**

##### **Ag Business Option**

Occupational Objective:

*Farm and Ranch Management Occupations*

Training Site Location:

Butte Community College

##### **Ag Science Option**

Occupational Objective:

*Occupations in Agricultural Service Industry*

Training Site Location:

Butte Community College

#### **Heavy Equipment Operator Tech Certificate**

Occupational Objective:

*Heavy Equipment Operator*

Training Site Location:

Butte Community College

#### **Mechanized Agriculture Option**

Occupational Objective:

*Occupations in Production Agricultural,  
Landscape Businesses, Recreation, and  
Construction*

Training Site Location:

Butte Community College

#### **Ornamental Horticulture Option**

Occupational Objective:

*Occupations in Floriculture, Landscaping,  
Nursery Production, Turfgrass Management,  
Park Maintenance, Education, and Floristry*

Training Site Location:

Butte Community College

#### **Nursery / Florist Technician Certificate**

Occupational Objective:

*Occupations in Nurseries and Florist Shops*

Training Site Location:

Butte Community College

#### **Landscape / Turfgrass Technician Certificate**

Occupational Objective:

*Occupations in Landscape Maintenance,  
Park Maintenance, and Landscape Design*

Training Site Location:

Butte Community College

**Natural Resources**

Occupational Objective:

*Occupations in Private Management Firms,  
Lumber, Land Development, and Government*

Training Site Location:

Butte Community College

**Parks and Recreation**

Occupational Objective:

*Occupations in Private Enterprise and Government*

Training Site Location:

Butte Community College

**Business Career Programs****Accounting**

Occupational Objective:

*Accountant*

Training Site Location:

Butte Community College

**Court Reporting**

Occupational Objective:

*Court Reporter*

Training Site Location:

Butte Community College

**CSCI-Business Information Systems**

Occupational Objective:

*Computer Programmer, Systems Analyst*

Training Site Location:

Butte Community College

**Management & Marketing**

Occupational Objective:

*Occupations in Retail, Wholesale, Education,  
Manufacturing, Social Services, Government*

Training Site Location:

Butte Community College

**Office Information Systems**

Occupational Objective:

*Medical Transcriptionist, Medical Office  
Assistant, Legal Office Assistant*

Training Site Location:

Butte Community College

**Real Estate**

Occupational Objective:

*Occupations in Real Estate*

Training Site Location:

Butte Community College

**Cosmetology**

Occupational Objective:

*Licensed Cosmetologist*

Training Site Location:

Butte Community College

**Dietary Service Supervisor**

Occupational Objective:

*Food Service Management*

Training Site Location:

Butte Community College

**Early Childhood Education**

Occupational Objective:

*Early Childhood Teacher/Administrator, Day Care  
Provider, Social Worker, Activity Specialist for  
Hospitalized Children, Elementary School Teacher*

**Fashion Communication & Marketing**

Occupational Objective:

*Occupations in Fashion Reporting, Fashion Editing, Fashion Research, Professional Publishing, Advertising, Fashion Photography*

Training Site Location:

Butte Community College

**Fashion Merchandising**

Occupational Objective:

*Occupations in Retail, Promotion, and Media*

Training Site Location:

Butte Community College

**Fine Arts Career Programs****Ceramics**

Occupational Objective:

*Art Teacher or Therapist, Artist, Ceramic Restorer, Industrial Ceramist, Dental Ceramist, Glaze Technician, Tile Decorator*

Training Site Location:

Butte Community College

**Graphic Design For Print**

Occupational Objective:

*Occupations in Graphic Communications*

Training Site Location:

Butte Community College

**Commercial Photography**

Occupational Objective:

*Occupations in Professional Photography*

Training Site Location:

Butte Community College

**Food Service Management**

Occupational Objective:

*Occupations in Food Service Industry*

Training Site Location:

Butte Community College

**Health Career Programs****Emergency Medical Technician - Paramedic**

Occupational Objective:

*Certified Paramedic*

Training Site Location:

Butte Community College

**Licensed Vocational Nurse to Registered Nurse**

Occupational Objective:

*Registered Nurse*

Training Site Location:

Butte Community College

**Respiratory Care**

Occupational Objective:

*Respiratory Therapist*

Training Site Location:

Butte Community College

**Vocational Nursing**

Occupational Objective:

*Licensed Vocational Nurse*

Training Site Location:

Butte Community College

**Home Economics**

Occupational Objective:

*Occupations in Child Development, Interior Design*

Training Site Location:

Butte Community College

**Interior Design**

Occupational Objective:

*Interior Designer*

Training Site Location:

Butte Community College

**Public Service Career Programs****Court Personnel - Prelaw**

Occupational Objective:

*Occupations in Private Law Firms, Court,  
Social Welfare Agency, Law Enforcement*

Training Site Location:

Butte Community College

**Fire Science**

Occupational Objective:

*Occupations in Fire Fighting, Building  
Inspection, Fire Prevention*

Training Site Location:

Butte Community College

**Law Enforcement**

Occupational Objective:

*Occupations in State, County, & Municipal  
Law Enforcement, Correctional Facilities,  
County Probation Offices*

Training Site Location:

Butte Community College

**Technology Career Programs****Automotive Technology**

Occupational Objective:

*Automotive Technicians*

Training Site Location:

Butte Community College

**Building Inspection Technology**

Occupational Objective:

*Occupations in Building Inspection*

Training Site Location:

Butte Community College

**Civil Engineering**

Occupational Objective:

*Civil Engineering Technologist or Technician*

Training Site Location:

Butte Community College

**Construction**

Occupational Objective:

*Pursuit of a General Contractor's License*

Training Site Location:

Butte Community College

**Drafting & CAD**

Occupational Objective:

*Technical Drafter, CAD Technician*

Training Site Location:

Butte Community College

**Manufacturing Technology**

Occupational Objective:

*CNC Machine Programmer/Operator*

Training Site Location:

Butte Community College

**Welding**

Occupational Objective:

*Certified Welder*

Training Site Location:

Butte Community College

## Telecommunications Programs

**Agriculture Communications**  
**Fashion Communication & Marketing**  
**Bio-Medical Media Production Specialist**  
**Media Performance**  
**Media Sales and Management**  
**Multi-Track Recording Technician**  
**Sports/Recreation Media Production**  
**Video Graphics**  
**Video Production**

Occupational Objective:

*Occupations in Electronic Communications*

Training Site Location:

Butte Community College

## Tourism and Travel

Occupational Objective:

*Occupations in the Travel Industry*

Training Site Location:

Butte Community College

## Visual Merchandising (Display)

Occupational Objective:

*Occupations in Retail and Commercial Display*

Training Site Location:

Butte Community College

## Butte County Regional Occupational Program (ROP)

P.O. Box 240, Durham, CA 95938-0240

Phone: 530-891-2929 Fax: 530-891-2909

## Services

Job Placement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Vocational Programs

### Auto Body Repair, Detail and Service

Occupational Objective:

*Auto Body Repairer & Detailer*

Training Site Location:

Paradise High School

### Banking Skills

Occupational Objective:

*Bank Teller, Bank Office Clerk, New Accounts Rep*

Training Site Location:

North County Community School

### Business Office Technology

Occupational Objective:

*Office-Related Occupations*

Training Site Location:

Butte County Schools, Gridley High School,  
Pleasant Valley High School, Oroville High School

### Computer Applications

Occupational Objective:

*Secretary*

Training Site Location:

Butte County Schools -- Home School

**Registered Dental Assistant**

Occupational Objective:

*Registered Dental Assistant*

Training Site Location:

Dental Occupations Classroom, Durham

**Diversified Occupations**

Occupational Objective:

*Job Skills in Diversified Areas*

Training Site Location:

Chico Senior High School, Sierra del Oro School

**Fashion Merchandising**

Occupational Objective:

*Occupations in Fashion Merchandising*

Training Site Location:

Pleasant Valley High School

**Food Services**

Occupational Objective:

*Occupations in the Food Service Industry*

Training Site Location:

Oroville High School

**Greenhouse / Floral / Landscape Design**

Occupational Objective:

*Nursery Occupations and Floral Design*

Training Site Location:

Las Plumas High School

**Hospitality, Tourism and Recreation**

Occupational Objective:

*Occupations in Hotel, Tourism and Recreation*

Training Site Location:

Las Plumas High School

**Hospital / Health Occupations**

Occupational Objective:

*Occupations in Auxiliary Hospital and Medical Services*

Training Site Location:

Pleasant Valley High School, Las Plumas High School, Paradise Community Employment Center

**Mechanical Technology (MECH-TECH)**

Occupational Objective:

*Industrial Mechanic or Millwright*

Training Site Location:

Gridley High School

**Medical Assistant**

Occupational Objective:

*Medical Assistant*

Training Site Location:

Paradise Community Employment Center

**Retailing Sales and Service**

Occupational Objective:

*Sales and Sales-Related Occupations*

Training Site Location:

Gridley High School, Las Plumas High School, Paradise Community Employment Center, Pleasant Valley High School

**Veterinary Assistant and Animal Careers**

Occupational Objective:

*Veterinary Assistant, Animal Caretaker, Kennel Attendant*

Training Site Location:

North County Community School

**Welding Fabrication**

Occupational Objective:

*Welder, Fabricator*

Training Site Location:

Las Plumas High School

Veteran Aide

☐ Yes☒ No

On-Site Child Care

☐ Yes☒ No*Law Degree***Cal-A-Hi Dog Grooming School**

973 East Avenue #Q, Fairview Center, Chico, CA 95926

Phone: 530-343-1554

Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Professional Dog Grooming***Cal Northern School of Law**

2525 Dominic Drive, Suite F, Chico, CA 95928-7184

Phone: 530-891-6900 Fax: 530-891-3429

Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career/Vocational Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**California State University, Chico**

400 W. First Street, Chico, CA 95929

Phone: 530-898-INFO

Undergraduate Degree Programs

Agricultural Business  
Agriculture  
American Studies  
Anthropology  
Art  
Asian Studies  
Biological Sciences  
Business Administration  
Chemistry  
Child Development  
Civil Engineering  
Communication Studies  
Communication Design  
Computer Engineering  
Computer Information Systems  
Computer Science  
Construction Management  
Economics  
Electrical / Electronic Engineering  
English  
Environmental Science  
Exercise Physiology



French  
 Geography  
 Geosciences  
 German  
 Health Science  
 History  
 Humanities  
 Industrial Technology  
 Information and Communication Studies  
 Instructional Technology  
 Interior Design  
 International Relations  
 Journalism  
 Latin American Studies  
 Liberal Studies  
 Mathematics  
 Mechanical Engineering  
 Mechatronic Engineering  
 Microbiology  
 Multicultural and Gender Studies  
 Music  
 Nursing  
 Nutrition and Food Science  
 Philosophy  
 Physical Education  
 Physics  
 Political Science  
 Psychology  
 Public Administration  
 Recreation Administration  
 Religious Studies  
 Social Science  
 Social Work  
 Sociology  
 Spanish  
 Special Major  
 Speech Pathology and Audiology

Theatre Arts

### **Graduate Degree Programs**

Accountancy  
 Agriculture  
 Anthropology  
 Art  
 Biological Sciences  
 Botany  
 Business Administration  
 Computer Science  
 Education  
 Electrical Engineering  
 English  
 Geography  
 Geosciences  
 History  
 Information and Communication Studies  
 Interdisciplinary Studies  
 Music  
 Nursing  
 Nutritional Science  
 Physical Education  
 Political Science  
 Psychology  
 Public Administration  
 Recreation Administration  
 Rural and Town Planning  
 Social Science  
 Special Major  
 Speech Pathology and Audiology

## **Certificate Programs**

Adapted Physical Education  
Alternative Dispute Resolution  
Chemistry  
Cultural Anthropology  
Cultural Resource Management  
Electronic Printing and Publishing  
Emergency Medical Services Administration  
Exercise Physiology  
Forensic Identification  
Gerontology  
Literary Editing and Publishing  
Museology  
Paralegal  
Public Health Nursing  
Public History  
Technical Writing  
Theory and Practice of College Composition

## **Century 21 of the West, Inc**

1722 Mangrove Avenue, Suite 36, Chico, CA 95926  
Phone: 530-345-6618 Fax: 530-345-6657

### **Services**

Job Placement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Real Estate Agent License*

## **Chico Beauty College**

P.O. Box 864, Chico, CA 95927-0864  
Phone: 530-343-4201 Fax: 530-891-0111

### **Services**

Job Placement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Cosmetologist, Nail Technician*

## **Chico Therapy and Massage School**

1215 Mangrove, Suite B, Chico, CA 95926  
Phone: 530-891-4301 Fax: 530-891-4359

### **Services**

Job Placement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Massage Technician*

## Computers and Tutors

9287-D Midway, Durham, CA, 95938  
Phone: 530-342-5282 Fax: 530-342-5282

### Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career/Vocational Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Basic Computer Skills for Business & Medical-Related  
Front and Back Office Positions*

## Enloe Hospital School of Radiography

W. Fifth Avenue & The Esplanade, Chico, CA 95926  
Phone: 530-891-7456 Fax: 530-899-2022

### Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Radiologic Technician / Technologist*

## Foster Elite

5015 Feather River Blvd., Oroville, CA 95966  
Phone: 530-533-6732 Fax: 530-527-5427

### Services

Job Placement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career/Vocational Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Commercial Diesel Truck Driving*

## H & R Block Tax Training School

2255 The Esplanade, Chico, CA 95926  
2330 Lincoln Blvd, Oroville, CA 95966  
Phone: 530-895-1876 Fax: 530-895-8202  
Phone: 530-533-8485

### Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career/Vocational Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Tax Preparer*

## Ja'Onna's Laboratory Skills Training Program

3760 Morrow Lane, Suite A, Chico, CA 95928

Phone: 530-345-4248 Fax: 530-345-4248

### Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Phlebotomist, Medical Lab Assistant*

## Oroville Adult School

2060 Second Street, Oroville, CA 95966

Phone: 530-534-7912 Fax: 530-534-8546

### Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Vocational Programs

#### **Certified Nurse Assistant**

Occupational Objective:

*Certified Nurse Assistant*

Training Site Location:

2118 5th Avenue, Oroville, CA

#### **Introduction to Basic Medical Terminology**

Occupational Objective:

*Medical Records Technician*

Training Site Location:

Prospect High School

#### **Medical Assistant Program:**

Occupational Objective:

*Medical Assistant*

Training Site Location:

Prospect High School

#### **School Bus Driver Education**

Occupational Objective:

*School Bus Driver*

Training Site Location:

Prospect High School

#### **Secretarial Training**

Occupational Objective:

*Secretary*

Training Site Location:

2116 5th Avenue, Oroville, CA

#### **Job Readiness**

Occupational Objective:

*Job Readiness*

Training Site Location:

Call Adult School for Information

### Computer Operator

Occupational Objective:

*Basic Computer Skills*

Training Site Location:

2116 5th Avenue, Oroville, CA

### Welding/Fabrication

Occupational Objective:

*Welder, Fabricator*

Training Site Location:

Las Plumas High School

### Firefighter Training

Occupational Objective:

*Firefighter*

Training Site Location:

Call Adult School for Information

## Pacific Institute For The Alexander Technique

1530 Humboldt Rd, Suite 4, Chico, CA 95928

Phone: 530-895-3347

### Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Teacher of Alexander Technique, Repetitive Strain Injury Specialist*

## Pacific Technical Institute, Inc.

3760 Morrow Lane, Suite E, Chico, CA 95928

Phone: 530-892-1350 Fax: 530-892-1352

### Services

Job Placement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*CAD Technician, Medical Secretary, Receptionist,  
Front & Back Office Worker, Computer Repair &  
Assembly for General Office Equipment*

## Paramedical Services

498 Silverleaf Drive, Oroville, CA 95966

Phone: 530-589-5100 Fax: 530-589-0753

### Services

Job Placement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/ Vocational Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Phlebotomist, Paramedical Examiners, Medical Assistant*

## World Auto Glass Institute

2520 Dominic Drive, Suite E, Chico, CA 95928  
Phone: 530-342-0661

### Services

Job Placement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Veteran Aid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Auto Glass Technician*

## Private Industry Council - Administered Training Programs

2185 Baldwin Avenue, Oroville, CA 95966  
Phone: 530-538-7301 Fax: 530-534-1167

### Services

Job Placement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Career/Vocational Assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran Aid	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On-Site Child Care	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### **Business Technology**

Occupational Objective:

*Occupations Within Business Community*

Training Site Location:

805 Cedar Street, Paradise, CA

Contact: Nancy Williams 530-872-6350

## Butte Culinary Academy

Occupational Objective:

*Chef*

Training Site Location:

Sylvester's, CSUC Campus, 530-898-5127

Contact: Julie Rahe 530-895-4370

## Certified Nurse Assistant

Occupational Objective:

*Certified Nurse Aid*

Training Site Location:

805 Cedar Street, Paradise, CA 530-872-6350

Contact: Marge Beneke 530-538-7301

## Diversified Occupations

Occupational Objective:

*Job Readiness, Basic Computer Skills*

Training Site Location:

Pleasant Valley High School, Chico, CA

Contact: Audrey Clarke 530-538-7301

## Micro-Enterprise Assistance Program

Objective:

*Self-Employed Business Operation*

Contact: Peggy Landry 530-538-6798